

SCHEDULING CLIENT MEETINGS AT THE SHERIDAN FDC

PANDEMIC EDITION

(updated July 26, 2021)

The Sheridan Federal Detention Center has an attorney-client visiting area with 4 private rooms. Visits are ordinarily scheduled by using the calendar managed by the Federal Public Defender of Oregon, which can be found at <https://sheridan.skedda.com/booking>.

As pandemic restrictions ease, the visiting room is opening for in-person visits, but for now only one visitor per room is permitted at this time. Attorneys may now schedule use of the attorney-client video room or a phone call alone, or in combination with an in-person visitor. Currently the following rooms are available, each with the option for an additional in-person visitor: one for phone calls, a second for video calls, a third for video calls with a screen-share option, and a fourth video room is used by the court.

Attorneys may schedule visits for themselves or their investigators or their experts. For in person visits, each visitor must have been authorized to enter the prison, which ordinarily requires a background check and either a court order (for experts) or a signed form from the attorney that they employ the visitor and are responsible for their conduct. Sheridan applies the same rules for video visits.

Basics:

1. Appointments on the online calendar must now be made **72 hours** in advance, due to changes requested by Sheridan. To make or cancel an appointment with less than 72 hours' notice, please email Sheridan directly at SHE-AttorneyNotification-S@bop.gov (note the new "-S" before the "@" symbol).
2. Be considerate: Sheridan needs to move clients out of and into the rooms, so please end your meeting at ten minutes to the hour, so your client can be taken from the room and the next person brought in.
3. For the video, everyone is using the same electronic "room." This means that if you dial in early, before your appointment, you will be walking into the room of the person before you. If you want to practice, practice on Saturday or after 5pm.
4. Phone meetings are limited to 30 minutes in order to give more people access to this room. Please set the time for a 30 minute slot. In addition, we are attempting to call clients in J1 in the morning from 9-12 and J2 in the afternoon from 12-3. This will allow the Sheridan staff to bring up a group of clients at once and have them wait in the visiting area together. When you first meet your client, ask them to call and tell you once they get to Sheridan and say if they are in J1 or J2 (and write it down). If you forget, your call might be very short because it takes almost 20 minutes to get a client into the room.

Specifics:

1. **To schedule a room:** Sign up for the calendar. Log in. If you are on the “month” view (see upper left corner), you will see on the calendar which times have already been reserved. The CJA Panel office has administrative rights and knows who has reserved the room, but the general user cannot see that. Use the “+” sign in the lower right corner to ADD a reservation. Select the date you want and the time you want. Then in the “space” area, select from the dropdown menu. To add an in-person visit, select BOTH the room and the corresponding “in-person” room option.

SPACES*

(2) Room 1 - Video w/ScreenShare, Room 1 - In-Person

Room 1 - Video w/ScreenShare

Room 1 - In-Person

2. **In the Notes field,** include: Client Name/ Register # / Attorney name & anyone else accompanying attorney/ Identify in-person and phone/video visitors / Phone number for Sheridan to call you.

NOTES

Client A / BOP # 123456 / Attorney A (video) ph # 503-123-4567 / Interpreter B (in-person) ph # 503-567-8910

Technically you only need to give the phone number if you are using the phone room (they will call you), not a video call, but it never hurts to give them a way to contact you. If the video fails, you can use the phone in that room to talk to your client.

3. **Confirm your appointment.** If Sheridan confirms your appointment, you should receive an automated notification that your booking has been updated and you have been charged a fee. You are not actually being charged a fee; this update triggers the system to automatically send an email to the user, without changing any of your booking details. The updated payment status will look like this:

PAYMENT STATUS*

Paid

Unconfirmed appointment: Please review your online calendar a day or two in advance and just before your appointment. If Sheridan cancels the appointment or proposes an alternative time, the updated payment status will look like this:

PAYMENT STATUS*

Unpaid

And the Booking Notes may say something like this:

BOOKING TITLE

** Time changed due to institutional need - Please confirm time by email SHE-AttorneyNc

4. **Call-in instructions:** if you do not have the call in information, email OR_PanelTeam@fd.org with the date, time, and room you booked.

OTHER SHERIDAN ACCESS ISSUES:

1. If your client is in “quarantine,” you cannot easily talk to him. Quarantine is either for 14 days before a client is transferred to complete his sentence in the community, or for 14 days upon arrival to the institution. If you break the pre-release quarantine, your client has to start over. If you break the arrival quarantine, the staff have to clean everything that was touched, and everyone gets very worried. So unless it is an emergency, do not try to talk to your client in quarantine. If it is an emergency or urgent, call FPD Lisa Hay, who will call the warden, who has agreed to problem-solve. This may result, for example, in your emailed letter being delivered to the client, or a phone being brought to or close to the quarantine cell.
2. If your client is in the SHU, the Sheridan staff can arrange a phone call, but again with difficulty. Try sending an email to SHE-AttorneyNotification-S@bop.gov and explain the reason why regular mail is not fast enough and why a call is needed. Be available at the times you give for the call.
3. CORRLINKS: the district court’s [standing order 2020-10](#) extends the attorney-client privilege to emails to clients in custody, but staff at Sheridan will still read them. They believe it is necessary for the safety of the institution because clients will mark every email as privileged in order to avoid scrutiny. Be alert for any use of these emails for criminal prosecution or loss of good time and be prepared to litigate. Also, do not include confidential information in these emails. We have made the request for free email access for indigent clients but the Bureau of Prisons management in D.C. has not made a decision.
4. Phone calls for clients within J1 and J2: there are 3 phones for social calls in J1 and J2, and 1 phone in each unit for attorney-client calls. The attorney-client phone is not monitored. Your phone number must be registered with Sheridan in order for the client to call you on that phone. Sheridan will seek to add another phone line in each unit for additional attorney calls, but that may take several months. If you receive a call from a client, it is always worth starting the call by stating your name, that you are an attorney, the content is privileged and monitoring should stop.
5. If you need a video appointment in less than 72 hours, you can look at the calendar and see if any slots happen to not be taken this week. If available, email Sheridan at SHE-AttorneyNotification-S@bop.gov. This is not the favored approach because it creates more email traffic to Sheridan, but you can try it.